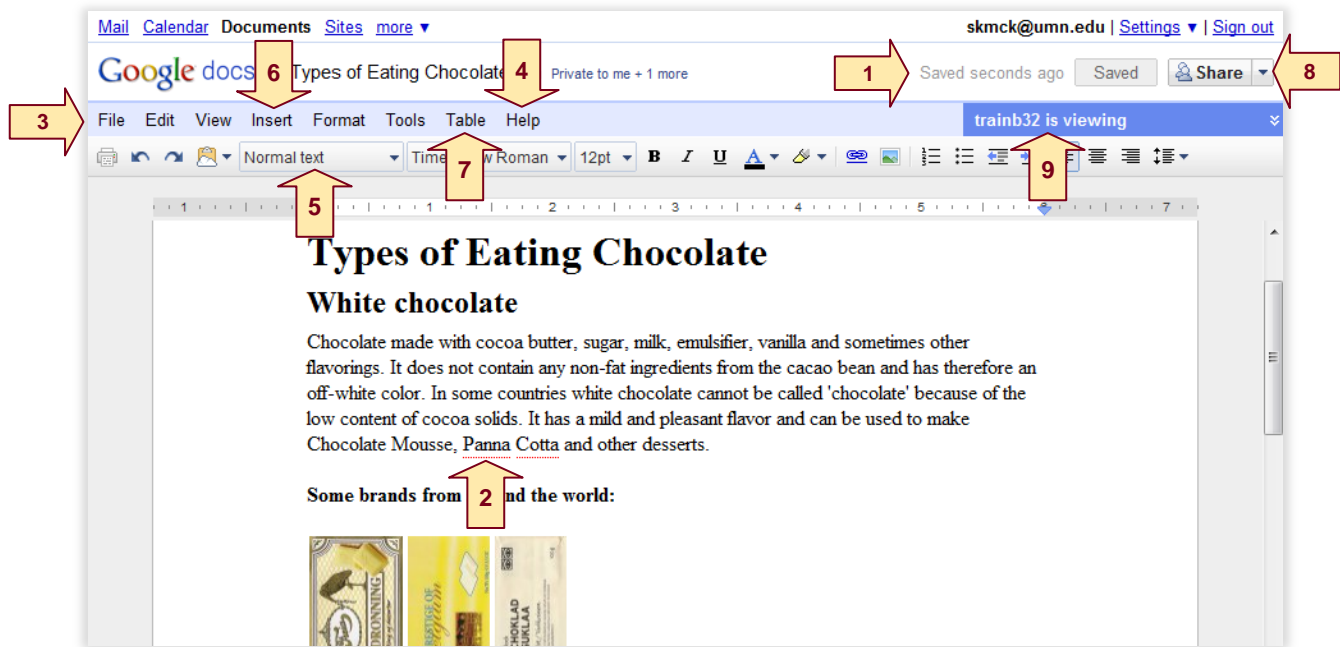


Documents Quick Reference Guide

http://sites.google.com/a/umn.edu/glearning

Google is constantly improving its apps, so the interface may not appear exactly as depicted in this guide.



Saving Documents

- 1 Google saves while you work. Occasionally, it might not keep up with you, in which case you might see the **Saved** button turn into a **Save now** button.

Saved seconds ago **Save now**

Check Spelling

- 2 Google's spell-checker is on by default, and will underline in red misspelled words or words not found in the dictionary. Right-click a misspelled word to get a list of suggestions, or add your word to the dictionary.

The spell-checker can be turned off under the **View** menu.

Export a Document

- 3 To export into another file format, go to **File > Download as** and choose your file type. Google Docs is great for collaborating on documents with others, and the simplicity of its interface makes it very easy to use.

If you need more advanced word processing features, you can export the document as a Word or OpenOffice file. You may wish to use Google Docs for collaborating on the document with colleagues — which is certainly easier than passing around copies of the document in an email — and do the final formatting in Word or OpenOffice.

Getting Help

- 4 Google has extensive online help, tutorials, guides, and user forums for all its apps, including Google Documents.

Apply Styles to Text

- 5 Use the **Styles dropdown** to quickly format text such as headings. Applying heading styles is required for generating a table of contents, and can make exporting to a program like Word easier.

You can't modify built-in styles or create new formatting styles in Google Docs.

Insert Objects

- 6 The **Insert** menu has many items that can be placed into your document, including **Images, Equations, Drawings, Comments, Footnotes, Page Breaks, Headers, Footers, Tables of Contents, and Bookmarks.**

Create and Modify Tables

- 7 To insert a table, go to **Table > Insert Table**. You can add, delete, and move rows, as well as modify the background and border color, adjust cell alignment, and control row height.

Add Page Numbers

- 3 You can only add page numbers to Google Documents when printing. Go to **File > Print settings...** and choose whether to print with page numbers and where the numbers should be located.

Change Margins and Layout

- 3 Go to **File > Page setup...** to set margins or switch to landscape orientation.

Share a Document

- 8 One of the most popular reasons for creating documents with Google Docs is the ability to simultaneously collaborate on a document in real-time. Click **Share** and type in your collaborator's email address. You can give edit access or restrict them to view only. By default, this will send your collaborator an email and the file will appear in this person's Google Docs home page.

For more information on sharing at the University of Minnesota, see the [Sharing Quick Reference Guide](#).

View other Collaborators

- 9 The blue bar indicates the Internet ID or user name of other people currently viewing or editing the document.

To chat with your collaborators while working in Documents simply click on the blue bar.

Publish to the Web

- 8 Google Documents can be easily shared with everyone at the University of Minnesota as a web page. Click the **Share** menu and choose **Publish to the Web**. However, your web page will only be viewable by University of Minnesota Google users.

